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12 March 1971

MEMORANDUM FOR THE RECORD

SUBJECT: Workload Statistics

25X1 We recently reviewed the workload in our OSA Financial
voucher examination [] compared with the only
comparable CIA unit, the Office of Finance's Central Travel
Branch. It is very hard to get a meaningful comparison as
the statistics were not kept on the same basis and the mix
of the workload is not quite the same. For example, OSA's []
25X1 [] processes Station Accountings while CTB does not.
However, CTB has more overseas PCS claims. Nevertheless, it
is possible to make some meaningful generalizations, the more
important of which are as follows:

- a. OSA Finance processes about twenty percent
of all travel vouchers examined and certified at
Headquarters.
- b. OSA Finance processes about 25% as many travel
vouchers as does Finance's Central Travel Branch.
- c. During the period checked, CTB had from []
individuals on duty. OSA [] devoted about 1.5
man years to audit and certification plus about
one-fourth to one-half man year of secretarial
assistance. Thus, OSA Finance processes well
over twice as many travel vouchers per man year
as does CTB. When other types of claims are
considered (possibly a misleading comparison),
the OSA [] processes more than three
times as many vouchers per man year as does CTB.

[]
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